



Security Policy

Rationale

The purpose of this policy is to ensure the integrity of the security of the school is maintained to the highest practicable standard. The policy covers both physical security of the buildings and property and personal security of all staff, students, visitors and all other stakeholders.

Aims

The aim of the policy is to provide a framework to ensure the security of the school is regularly reviewed and improved as determined necessary within the constraints of the budget.

Responsibilities of the Premises Committee

The premises committee shall review annually the security audit and incident log and recommend any improvements that are deemed necessary in order to maintain and improve the security of the school.

Responsibilities of the School Staff

The premises and facilities manager will carry out a termly audit and security check to ensure that security is in place and identify, with the finance and business manager any further action that may be necessary. The premises team will ensure that all incidents involving the physical security of the building are recorded so that any trends can be identified. All school staff have responsibility to ensure that they follow school security procedures and to report any lapses which they come across.

Policy Detail

1. Physical Security

Physical security includes the

- Protection of the buildings
- Protection of portable property and assets
- Trespass

An audit (see Appendix 1) will be carried out to identify any weaknesses in existing security arrangements. Any weaknesses will form part of an action plan.

Existing security measures include:

- Intruder alarm
- CCTV; external and internal
- Outside lighting
- Keypad entry system
- Security locks and semi lockdown when school is not in session
- Boundary fencing and gates
- Lockable bike shed

- Out of hours security company who carry out regular visual monitoring of the site
- Signage to discourage trespass on the site

2. Personal Security

Personal security includes the

- Protection of all staff
- Protection of all pupils
- Protection of all visitors and other stakeholders

The audit will also identify any weaknesses in personal security and any weaknesses found will form part of an action plan.

Existing security measures includes:

- Enhanced Criminal Disclosure (CRB) checks on all new staff, governors and contractors (cleaners and catering- to be carried out by the contractor)
- List 99 checks to be carried out on all visitors and contractors during termtime who are likely to be unaccompanied around school
- Updating CRB checks on all existing staff in line with WB policy
- Photobadges for all staff to be worn at all times
- Visitor badges issued to and to be worn by all visitors
- Signage directing all visitors to report to reception
- Panic alarm fitted in reception to summon the senior leadership team in case of violent or abusive visitors. This alarm is tested on a regular (termly) basis.
- The use of short wave radios to be carried by all senior duty staff and the premises team to maintain contact with reception and each other in case of emergency
- Instructions to all staff to politely challenge any visitor to site who is not displaying a valid badge and to report the intruder to reception/senior staff member
- Sixth form students are required to sign in and out during the day at student reception
- Students arriving late or leaving before the end of the day must sign in or out at student reception
- School mobile held by the duty caretaker at all times when the school is open

3. Reporting and Recording

A log book (see Appendix 2) will be kept of all security breaches that occur in physical security. This will be maintained by the premises and facilities manager and reviewed by Governors annually at the same time as the security audit.

4. Training

Adequate training will be provided to all staff as part of their induction and staff will be updated as required.

Links

Governors Health & Safety Policy
 Governors Behaviour Policy
 Governors Anti-Bullying Policy

Governors Physical Intervention Policy

Updated September 2010

Approved September 2010

Date of next review September 2013

Appendix 1

Security Assessment Audit

Date

Completed by

The premises and facilities manager, or other suitable person, will complete the assessment on a regular termly basis. Copies of the assessment are to be reported to the finance and business manager who will report annually to the governors.

Area	Potential risks	Security in place	Tick	Action required	By when	Completed by	Cost
Offices	Entrances Windows Equipment Money security	Signing in Alarm system Door entry keypad Locked Marked Fixed/locked Safe Use Regularly banked					
Classrooms	Doors Windows Furniture Equipment Security	Lockable Lockable Safety glass/film Inventory Secured Marked CCTV					
Laboratories Prep room	Doors Windows Chemical storage Equipment Materials	Lockable Lockable Safety glass/film Stored as per instructions Secured Marked Locked away					
Gym/ Sports hall	Doors Windows Equipment	Lockable Lockable Secured/ locked away					
Workshops	Doors Windows Equipment	Lockable Lockable Safety glass/film Secured Marked Locked away					
Computers	Damage Misuse Theft	Supervised use Restrictions Inventory Laptops security marked					
Fences/ Gates	Intruders Pupils Absconding	CCTV Signage Lighting Gates locked during day					
Cash security	Theft	Safe Checking system Safe					

Area	Potential risks	Security in place	Tick	Action required	By when	Completed by	Cost
	Loss						
Car park	Theft Damage	CCTV Lighting Parking permits Break supervision					
Bicycle shed	Theft Damage	CCTV Lighting Locked during school day Supervision					
Playground	Intruders Violence	Supervision CCTV Radio communication Lighting Bullying policy					
Roof Area	Intruders	No access					
School Gates	Crowds Intruders	Supervision CCTV					
Lone working	Intruders Violence Illness	Out of hours signing in School mobile phone available for duty premises team member					
General	Intruders Theft Personal	CCTV Security badges Keypad entry All staff have keys to own classrooms & offices All staff to have access to personal lockers or secure storage					

